

**Cook /Housekeeper
Part Time Position**

Corpus Christi Parish is looking for a part time cook / housekeeper to support the Pastor and Parish community by performing tasks such as cleaning, cooking, laundry and grocery shopping.

The duties and responsibilities will include, but are not limited to, the following:

- Maintaining the Parish office according to a cleaning schedule;
- Meal preparation and cooking: which will include creating a menu for a two week period in collaboration with the Pastor; grocery shopping; meal prep etc.
- Assisting with other related tasks as directed.

The ideal candidate will :

- Have previous experience in a similar role;
- Maintain boundaries and strict confidentiality concerning parish matters and respecting the privacy of the pastor and other residents;
- Have good interpersonal skills;
- Be able to exercise sensitivity, tact, diplomacy, and professionalism at all times;
- Be self-motivated with the ability to work independently;
- Have excellent time management skills;
- Demonstrate the ability to exercise necessary cost control measures;
- Have a valid driver's license and the use of a personal vehicle (preferred);
- Be able to meet the physical demands of this position.

Conditions of Employment:

- Successful Police Check with Vulnerable Sector Search required prior to start of employment.
- Code of Conduct
- Employee Information Form
- Successful Completion of Food Safe Level I

Working Environment:

Working hours, Thursday, Friday and Saturday from 9 am – 2 pm

- Opportunity to work in a faith-based environment.

Please submit a resume and a cover letter to

Corpus Christi Parish

Winnie Shiao
Email: winnie@ccparish.ca
Website: <https://www.ccparish.ca>

Thank you for your interest; only shortlisted candidates will be contacted.